

Events Tutorial

Navigating through Collage

Depending on your user access, you might not have access to everything you see in this tutorial. Rest assured you will have access to everywhere you are directed to go to.

1. Navigation Bar

The main navigation bar in collage will have **Home**, **Site**, **Content**, etc. Click on the tab labeled **Content** to start moving through collage.

2. Navigation Submenus

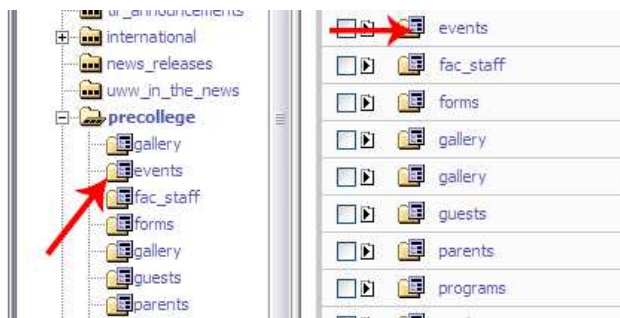


Once you are in the **Content** menu (Content in the Navigation menu will be highlighted), you want to click on the down arrow next to *Deploy Folders* to activate the drop-down menu.

From this drop-down menu, select the option **Contribution**. This will take you to the Contribution section of collage.

3. Finding the Events folder

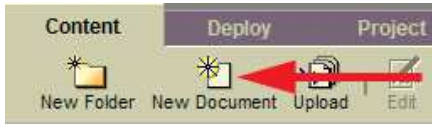
There are two ways you can access the Calendar folder: through the column on the left and through the list of folders in the middle of the screen. Both ways are perfectly acceptable.



For the column on the left, you want to click the “+” sign next to **WWW** at the top of the column to expand the list of folders. Click on the “+” sign next to **precollege**, select the **events** folder.

Using the list of folders in the middle of the screen, just click on the folder **precollege**, then click the folder **events** and you will be in the events folder.

Adding a New Event



Click the **New Document** button to add a new event listing.

A screenshot of a 'New Document' dialog box. It has a title bar with a star icon and the text 'New Document'. Below the title bar, there is a dropdown menu labeled 'Select document type:' with 'pre-college_events' selected. Below that are two text input fields: 'Name:' with the value '042907_test' and 'Description:' with the value 'test event'.

Make sure you select **pre-college_events** from the drop down menu and then enter a name and description. The naming format we've used is month-date-year all numeral values and then a short descriptive word or two after the date. This example is for April 29, 2007.

Editing a Current Event

From the list of events in the folder, click the **Asset Name** and the window with the current information will be displayed.

Adding/Editing Information

A screenshot of a form titled 'Pre-College Programs Event Edit/Create'. The form has a dashed border and contains the following fields:

- Event Title: [text input field]
- Dates of event: [text input field]
- Month date-date: [text input field]
- Event Description: [text input field]

This page is where you put in the information for the event.

Event Title will be what you want the event called

Dates of event is when the event takes place (We want the format to be Month Date, Year).

Event Description is a detailed description of the event. You can add as much information you want in this space and it can expand in height to fit in all the information. You can also create a link to another page if you want.

When you have all that information in, there is one last step we need to do before checking in the file. Make sure you save your event before moving on. Click the Save icon in the upper-left hand side of the window to save all of your information.

Metadata (the 2nd to last step)

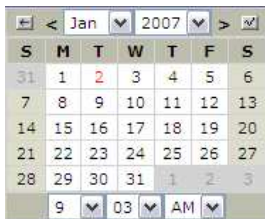


Click the **Metadata** button in the upper-left hand side of the window to fill out the form used to categorize all the events.

There are two main areas you need to concentrate on when filling out the metadata: **preC_eventDate** and **preC_eventEndDate**.

preC_eventDate determines where the event is placed in the list. Having the dates in the right order will display the events in the right order in the schedule.

Name	042907_test
Description	test event
Start date	<input type="text"/>
Expiration date	<input type="text"/>
preC_eventDate	<input type="text" value="4/29/07"/>
preC_eventEndDate	<input type="text" value="4/29/07"/>



When you click on the drop down menu, first select the month and the year the event is taking place. Once the calendar has refreshed, you can then select the date. When everything is set, click the check mark in the upper-right hand side to exit the menu.

preC_eventEndDate determines when the event will be taken off the calendar. Click the drop down menu for the calendar again, select the date and time when the event should be removed from the calendar and click the check mark. This will ensure that the event will be removed from the listing when needed.

The **preC_eventDate** is what orders the events in the News & Events section chronologically. The **preC_eventEndDate** will remove the event from the News & Events listing, but not remove the information from the site. You can also change the date to bring the events back to the section.

Once both fields are filled you may select “OK” to close the Metadata window and go back to the contribution window. I would recommend saving your event one last time and click the “Exit” button to leave.

Check in your document

Checked Out	Size	Type	Modified	Version
l_janu...	0.39kb	athletics_news	3/20/06	1
nuary...	3.23kb	athletics_news	2/21/06	9

Once you click “Exit” on the contribution window, you will be back to the main window mode of

Collage. In the sports folder, you should see your event appear in the list (If not, click on the Column **Modified** until you do). Your event should have an icon and the number 1 under the **Version** column. To make collage accept your event, click the icon, and then click “OK” in the window that pops up.